

# RPI TV JOB POLICY

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*APPROVED BY THE RPI TV MEMBERSHIP ON SEPTEMBER 16, 2008*

## Article 1: Purpose

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- 1.1 This document shall be the official policy of RPI TV concerning the selection of jobs and subsequent compensation for services rendered.
- 1.2 The policies defined herein shall be applied to any and all RPI TV Productions.
- 1.3 An RPI TV Production is defined for the purposes of this document as any media produced using RPI TV equipment or involving a member of RPI TV acting under the name of the club.

## Article 2: JOB SELECTION AND USE

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- 2.1 Only Organizations, Departments, and Individuals affiliated with RPI may receive any kind of services from RPI TV. Services to Organizations or Individuals with no relationship to the RPI community are strictly prohibited.
- 2.2 In order to be considered for RPI TV services, the interested party must submit a completed Service Request Form to an Officer of RPI TV and agree to the terms of this Job Policy.
- 2.3 Service Requests shall be made available by the Secretary for completion and submission both online and on paper.
- 2.4 RPI TV may request additional information from the event organizer before considering provision of services.
  - 2.4.1 Failure to fully and truthfully complete the Service Request or comply with any of the provisions of this Policy is grounds for immediate denial of service.
  - 2.4.2 The submission of a Service Request does not guarantee the services of RPI TV.
  - 2.4.3 The Executive Committee shall classify each Request according to the following criteria:
- 2.5 RPI TV Sponsored Productions are services requested by or approved by the RPI TV executive committee;
- 2.6 General Interest Productions shall include athletics and productions that are deemed by the Executive Committee to be of interest to a wide audience, and therefore appropriate for broadcast to campus;
- 2.7 Community Productions include any video services that are not considered General Interest Productions rendered to RPI affiliated individuals, campus organizations, or departments.
  - 2.7.1 The Executive Committee shall determine RPI TV's ability to provide a service, and provide a timely response, including, if applicable, a price quote in accordance with Article 3 of this Policy.
- 2.8 RPI TV Sponsored Productions have the highest priority when conflicting requests are considered.
- 2.9 Athletic events and events sponsored by Union-recognized organizations will be considered a higher priority than Community Productions.
- 2.10 Potential income shall not be a factor when conflicting requests are considered.
- 2.11 All jobs and events not specified explicitly by the RPI TV budget shall be approved by 2/3 of the Executive Committee, but may be vetoed by the President as described in the RPI TV Constitution.
  - 2.11.1 Any member found using RPI TV equipment to render unapproved services shall lose all rights and privileges of membership and be removed from RPI TV according to the procedure outlined in the club's constitution.

2.11.2 RPI TV reserves the right to broadcast and distribute any RPI TV production through any medium at any time.

2.12 The submission of an RPI TV Service Request shall constitute a release of the aforementioned right by the requesting organization.

2.13 Distribution and broadcast by RPI TV shall be performed in accordance with its editorial policy.

2.13.1 RPI TV retains copyright to, and reserves all rights relating to, any recordings produced in the creation of any RPI TV productions.

## Article 3: FEES

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3.1 DVD and VHS copies of any RPI TV production, including past productions archived in RPI TV's media library, shall be available for purchase by any individual at a cost of \$10.00. Digital files shall not be available for purchase.

3.2 All productions not considered General Interest productions or RPI TV Sponsored Productions shall be filmed at cost to the organization requesting services.

3.2.1 RPI TV shall provide the requesting organization with an itemized price quote at least five business days in advance of the event date, provided that the event request was received at least two weeks prior to the event date.

3.2.2 The final cost charged to the organization for RPI TV services shall not exceed the final quote provided prior to the event, except in situations where the services required differ from expectations formed from the Service Request and pursuant communication.

3.2.2.1 In the case that the event requires service not outlined in the agreed upon price quote, including but limited to additional audio, video, or lighting equipment and services, RPI TV may provide the required services, billed at a rate of 1.5 times the normal rates outlined in this Policy.

3.2.2.2 In the case that RPI TV's services are required for a longer time than expected, due to delays in event start or to the event exceeding the predicted duration, overtime fees will be assessed at 1.5 times the normal rate outlined in this document.

3.2.2.3 RPI TV must provide notice of any differences between the most recent price quote and the final cost in a timely manner following the event.

3.2.3 The event cost shall be \$10.00 per hour per camera, plus an additional \$10.00 per piece of equipment that needs to be operated by a club member during the shoot, each billed from the start of set-up to the end of breaking down the equipment.

3.2.4 Post-production work, including but not limited to dubbing and editing shall be completed as necessary for completion of the production at a cost of \$15 per hour. This does not include work done to create duplicate copies of the master for purchase.

3.2.5 For the purpose of hourly charges, RPI TV shall charge in 15 minute blocks.

3.3 The rates of this policy may be adjusted on a situational basis by a two-thirds majority vote of the RPI TV Executive Committee in the interest of more accurately reflecting the cost of materials and the value of services rendered during and following production, so long as advance notice is provided to the organization purchasing services.

## Article 4: RATIFICATION AND AMENDMENTS

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4.1 This policy shall be effective immediately upon ratification by a two-thirds majority of the voting members.

4.2 If it becomes necessary for any part of this policy to be changed, or for additions to be made, the Executive Committee may introduce a set of changes to be approved by a two-thirds majority vote of the voting members.